

For each contract requiring or involving responsibility for work or operations at DOE/NNSA sites/facilities that support or perform essential functions/activities that directly support National Essential Functions (NEF), Mission Essential Functions (MEF), Primary Mission Essential Functions (PMEF), or Essential Supporting Activities (ESA), the Contractor Requirements Document (CRD) DOE Order 150.1, Continuity Programs, sets forth the contractor's responsibility to establish and maintain a Continuity of Operations (COOP) program. This CRD requires the contractor and its applicable subcontractors to conduct an annual COOP awareness briefing for all members of its contractor workforce who perform essential functions/activities that directly support National Essential Functions (NEF), Mission Essential Functions (MEF), Primary Mission Essential Functions (PMEF), or Essential Supporting Activities (ESA).

The Emergency Operations Training Academy (EOTA), a training element within DOE/NNSA/NA-40, has developed a DOE Continuity Office approved 2011 Continuity of Operations (COOP) Awareness briefing. This briefing is available to the contractor and its workforce at no charge, and has been designed to meet the requirements outlined in DOE Order 150.1. The EOTA needs the assistance from the Contracting Officer (CO) and the Contracting Officer Representative (COR) population to inform the contractor that the 2011 Continuity of Operations (COOP) Awareness briefing is available. The contractor may elect to use the DOE 2011 Continuity of Operations (COOP) Awareness briefing in support of its requirement to conduct an annual COOP awareness briefing.

To meet the compliance requirement to submit Continuity Readiness Reports by November 30th each year, as outlined in DOE Order 150.1, **applicable contractors must receive an annual COOP awareness briefing no later than September 30th** of any given year.

For any contract that requires the contractor to establish a COOP Program, the CO and COR personnel should give notice to the applicable contractors that the DOE 2011 COOP Awareness briefing is available. This briefing provides an overview of Continuity of Operations components, as well as information designed to minimize confusion and ensure efficient operations during a situation requiring activation of a Continuity of Operations Plan. Upon completion of this briefing (approximately 30 minutes), participants should be able to identify COOP components, terms, and objectives. Contractor participants will be able to print certificates of completion to provide to the contractor's COOP coordinator, or personnel responsible for maintaining training records.

To access this briefing, select one of these options:

Direct download from EOTA; you can email a request for the download link to eota@eota.energy.gov. Please provide requestor contact information, to include the organization requesting access to the download, in the request email. **As a faster and less expensive option, we ask that this be the preferred method of access to these files.**

Compact disk (CD); you can request up to two copies of the CD through contact with the EOTA at eota@eota.energy.gov. Please indicate the number of compact disks you require (up to two) and include the DOE mailstop ("pouch mail") address where you would like them to be sent.

If the contractor has any difficulty in accessing or launching the briefing, or printing certificates of completion, please contact Janet Lee at eota@eota.energy.gov.

As general guidance to determine who might need to receive the annual COOP Awareness briefing, if duties include any activity in direct support of NEF, MEF, PMEF, or ESAs, the COOP Awareness briefing is required. An additional consideration is that the employee should complete the briefing if their duties are required to support an important element of the contractor's COOP plan. The DOE/NNSA local management, or the COR for the contract, should be able to identify positions falling within these criteria; the DOE/NNSA COOP Coordinator may be able to provide further guidance.

If the CO, or designee, has questions related to this briefing please contact eota@eota.energy.gov.